

ISSUANCE TRANSMITTAL  
SHEET

N A S A  
National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

Issuance Number: MMI 1490.1H

Date: JULY 13, 1992

Material Transmitted:

1. Management Instruction, MMI 1490.1H, subject: "Printing, Duplicating, Reproduction, and Quick-copy Services"
2. This Instruction has been revised to:
  - a. Change approval level for relocation of quick-copy equipment; and
  - b. Update organizationally.

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Filing Instructions:

Remove MMI 1490.1G dated September 21, 1987, and replace with MMI 1490.1H.

MANAGEMENT  
INSTRUCTION

N A S A  
National Aeronautics and  
Space Administration

George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

Originating Organization: CN01	Effective Date: JULY 13, 1992	MMI: 1490.1H
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Subject: PRINTING, DUPLICATING, REPRODUCTION, AND QUICK-COPY SERVICES

1. PURPOSE

To implement the most recent edition of NMI 1490.1, "NASA Printing, Duplicating, and Copying Management Program"; to assign responsibility for the MSFC Printing Management and Copy Management Program; and to establish procedures for obtaining printing, duplicating, reproduction, and quick-copy service and equipment.

2. APPLICABILITY

This Instruction applies to all organizational elements of MSFC at Huntsville and Slidell Computer Complex. It also applies to Michoud Assembly Facility except for the request and approval of quick-copy equipment or as otherwise indicated.

3. GENERAL PROVISIONS

- a. All printing, duplicating, reproduction, and binding activities within each installation will be centrally managed. Printing requests will be reviewed and approved by the central authority before production or procurement.
- b. Quick-copy units are located throughout the Center at points where maximum usage and benefit can be obtained by the organizations in the immediate vicinity, but are not restricted to the exclusive use of any one element.
- c. Printing, duplicating, and reproduction service is also obtained through Government Printing Plants, GPO Term Contracts, and commercial printers as required.
- d. All commercially procurable printing will be procured through the appropriate GPO Regional Printing Procurement Office. Printing will not be procured directly from commercial sources except on GPO waiver.

- e. Printing will be excluded from contracts and grants unless specifically authorized by the Joint Committee on Printing (JCP).
- f. Classified material will be printed or reproduced in accordance with provisions outlined in NHB 1620.3, "NASA Physical Security Handbook," and the MSFC Supplement thereto.

#### 4. RESPONSIBILITIES

- \*a. Director, Human Resources and Administrative Support Office is responsible for overall management of Printing, Duplicating, Reproduction, and Quick-copy Services.
- \*b. Director, Management Operations Office, Human Resources and Administrative Support Office is responsible for the operational management and administration of the MSFC printing, duplicating, reproduction and quick-copy services, to include providing or obtaining from available sources: printing, duplicating and reproduction services; for insuring that requests for replacement, purchase, and rental of equipment are reviewed and appropriate criteria used for approval/ disapproval; for providing for maintenance, repair, and relocation of equipment through service contracts; and for administering the rental of equipment.
- c. Director, Institutional and Program Support is responsible for the management of the Huntsville and Slidell Computer Complex to include copier equipment operating as other than output devices for computer service activities; for planning, managing, and administering the contracts which authorize the development, fabrication and other services relative to the Marshall Space Flight Center missions; and for authorizing on-site contractors to procure quick copiers when copiers are not provided by the MSFC.
- d. Directors/Managers of Laboratories/Offices are responsible for appointing "Key Operators" for each item of quick-copy equipment assigned to their organization and through Reproduction Coordinators designated by them, for the economical determination of printing needs, establishing priorities on required printing, effecting necessary controls over classified and other printing necessary for the conduct of official business.

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- \* e. Facility Manager (when authorized at MSFC component installations) is responsible through a Facility Printing Officer designated by her/him, for the operational management of the printing program and quick-copy services of the organization, in compliance with JCP and NASA regulations and under the overall direction of the Central Printing Management Officer, Resources and Contract Management Branch, Management Operations Office.

## 5. CANCELLATION

MMI 1490.1G, dated September 21, 1987

(Orig s/by)

T. J. Lee  
Director

### Attachments:

- A - Operating Responsibilities and Procedures
- B - Unlawful Reproduction
- C - Production Standards
- D - Cover Letter Format for JCP Reports

### Distribution

SDL 2  
Special, SA31 (10 copies)

OPERATING RESPONSIBILITIES AND PROCEDURES

1. Director, Management Operations Office, Human Resources and Administrative Support Office

\* a. Installation Copy Management Officer (ICMO), Management Operations Office (MOO) will:

- (1) Review all requests for replacement, purchase, rental, relocation, and redistribution of quick-copy equipment or turn-in of underutilized equipment; and recommend approval/ disapproval to Chief, Resources and Operations Support Division, Management Operations Office.
- (2) Be the point of contact of Procurement Office negotiators to clear any technical questions prior to placement of an order for any item other than the brand name equipment noted on a purchase request.

\* b. Chief, Resources and Operations Support Division, Management Operations Office will:

- (1) Approve/disapprove requests for replacement, purchase, rental, relocation and redistribution of quick-copy equipment; or turn-in of underutilized equipment; and requests for printing, duplication, reproduction equipment, automatic copy processing and copy duplicating machines.
- (2) Provide for the maintenance, repair, and relocation of equipment through service contracts.
- (3) Administer the rental of equipment.
- (4) Administer the MSFC Key Operator Program.

\* c. Installation Printing Management Officer (IPMO) designated locally as the MSFC Printing Officer will:

- (1) Provide technical advice and assistance on all matters pertaining to the printing program and conduct inspections to assure compliance with applicable regulations. Questions of law or legal policy will be referred to Chief Counsel for review and assistance.

\* Changed by this revision

- (2) Review requests for printing, duplication, reproduction equipment, automatic copy processing and copy duplicating machines, and recommend approval or disapproval to Director, Human Resources and Administrative Support Office; or write justifications for submission to JCP for printing equipment.
  - (3) Determine the most economical and efficient production method or process and source that will meet the requirements of the requesting organizations.
  - (4) Prepare and submit required reports to NASA Headquarters.
  - (5) Assure that requirements of this Instruction are included in contracts, where appropriate.
  - (6) Serve as the MSFC liaison with NASA, GPO, and the other Government agencies on matters pertaining to printing, duplicating, and binding.
2. Director, Institutional and Program Support will provide the Director, Management Operations Office with the following data no later than the 15th of the month following the end of each fiscal year:
- \* a. The total number of copies produced during the fiscal year by the Information Systems Office (ISO) and the Slidell Computer Complex (SCC) on copy equipment servicing these organizations that are not mechanically or electrically attached to computers;
- b. The total number of copies produced during the fiscal year by all on-site contractors with copiers not maintained by MOO; (ISO and SCC copiers are reported as set forth in paragraph 2.a. above.)
- c. The contractor name, contract number, location by building and room number, manufacturer and model number for each copier not maintained by MOO but in use by on-site contractors;
- d. Supply costs for the SCC; also, supply costs for on-site contractor copiers for supplies not drawn from MSFC stores stock; (Supply costs for the ISO and on-site contractor copiers using MSFC stores stock will be provided by MOO.)
- e. Labor costs related to copy production in the ISO and SCC as defined in paragraph 2.a. above;

- f. Fiscal year maintenance costs for copiers in use by SCC as defined in paragraph 2.a. above; also, maintenance costs for on-site contractor copiers that are not maintained by MOO; and
- g. The fiscal year depreciation costs of copiers in the ISO, SCC and those that are not maintained by MOO in use by on-site contractors. The depreciation rate is one percent per month of the initial acquisition cost.

3. Directors/Managers of Laboratories/Offices (excluding MAF) will:

- a. Appoint a key operator and an alternate for each item of quick-copy equipment assigned to their organization. These employees should be located as close to the equipment as operational considerations will permit. The name, job title, organizational code, building number, room number, and telephone number for each appointee and NASA number for Government-owned equipment, or vendor serial number, for rental equipment, will be forwarded by letter to the Management Operations Office, Resources and Operations Support Division, on an annual basis, prior to October 1. Changes to the appointments will be forwarded as they occur.
- \* b. Appoint employees to request printing, duplicating, and reproduction services for their organization. These employees will have positions of sufficient responsibility to assure that services requested are essential to the needs of the organization, i.e., branch chief or above, staff assistant, or employees with NASA classification titles of Contract Specialist, Technical Information Officer, Technical Information Specialist, or Technical Publications Writer-Editor. For any contractor authorized to use printing, duplicating, and reproduction services, in accordance with appropriate Joint Committee on Printing and procurement regulations, appointments must be provided for all contracts by contract number and approved by the appropriate MSFC Technical Representatives/Monitor. Civil service and contractor appointments will be submitted within one month of the effective date of this Management Instruction and annually thereafter during September by letter or electronically to the MSFC Printing Officer, CN23R, providing the name, title, organizational code, and telephone number for each appointment.
- c. Appoint a Reproduction Coordinator to work with the MSFC Printing Officer in resolving any problem regarding printing, duplicating, and reproduction that involves their organization. Names of appointees and certification of their current security clearance, will be forwarded by letter to the IPMO on an annual basis, prior to October 1. Changes to the appointments will be forwarded as they occur.

- d. Prepare and forward to the IPMO and Security Division, an MSFC Form 184 (Signature Card) on each employee authorized to approve the reproduction of classified information. Each employee must have a current clearance equal to or higher than the level of classified information he/she can authorize for reproduction. Refer to the provisions of NHB 1620.3 and the MSFC Supplement thereto for specific reproduction handling procedures.
- \* 4. Procurement Office will purchase or contract for only those printing or reproduction services approved by the cognizant Printing Officer (with the exception cited in NASA FAR Supplement Directive (NFSD) clause 18-52.208-81 which authorizes, within prescribed limitations, contractor printing and duplicating of up to 5,000 production units of any one page or 25,000 units in the aggregate of multiple pages); and reproduction/quick-copy equipment approved by the Director, Human Resources and Administrative Support Office.
- \*5. Key Operators and Alternates will:
- a. Control the number of copies made on quick-copy equipment. Normally, no more than 25 copies per original will be made on quick-copy equipment; more than 25 copies will be sent to Resources and Contract Management Branch, Management Operations Office, for reproduction.
  - b. Post a copy of NASA Form 1478 (Notice Regarding Unlawful Reproduction) and Attachment B of this Instruction on or near the quick-copy equipment.
  - c. Maintain a current MSFC Form 3614 (Key Operator for Reproduction Machinery) in a clearly visible location on or near the quick-copy equipment.
  - d. Obtain operating supplies through appropriate supply channels.
  - e. Keep quick-copy equipment in operational condition, including adding paper, adding toner, clearing paper jams, and correcting minor malfunctions.
  - f. Request maintenance and repair service for quick-copy equipment from appropriate maintenance sources. (Note: If key operator or alternate are unavailable, maintenance requests must be coordinated with the Resources and Contract Management Branch, Management Operations Office, 4-4504. Also all service requests for equipment maintenance through "per call" arrangements must be made to the same office.)



- g. On completion of maintenance and repair service, assure that equipment is working satisfactorily and check service ticket for correct work description, item identification, and NASA number for Government-owned equipment or vendor serial number for rental equipment, before signing. If equipment is under warranty, make sure vendor cites this on ticket before signing. Maintain a file of signed service tickets as a permanent part of equipment's record. (Note: If key operator and alternate are not available, acceptance of service ticket must be coordinated with the Resources and Contract Management Branch, Management Operations Office, 4-4504.)
  - h. Instruct "self-service" users in proper operations of the equipment.
  - i. Resolve conflicting priorities, as necessary.
  - j. Perform those operations necessary to "power up" the equipment in the morning and "power down" the equipment and secure the equipment area as operational considerations dictate in the afternoon. (Note: These operations may be accomplished by other individuals in those cases where the Tours of Duty will not permit the key operator or alternate to perform the operations.)
  - k. For rental equipment, complete the vendor meter card each month according to vendor requirement, mail the original to the vendor, and submit a copy to the Resources and Contract Management Branch, Management Operations Office. For a Government-owned copier which has a meter and is not maintained by the on-site maintenance and repair services contractor, submit, by phone, monthly meter readings as of the last day of the month to the Resources and Contract Management Branch, Management Operations Office, 4-4504.
  - l. Ensure that appropriate standard MSFC Form 3923, "Restrictive Reproduction of Classified Information Notice," is posted adjacent to all quick-copy equipment.
6. Reproduction Coordinators will:
- a. Contact the cognizant Printing Officer on any problems regarding printing, duplicating, and reproduction service.
  - b. Assign priorities as necessary within their organization on printing, duplicating, and reproduction work.
  - c. Control reproduction of classified material in accordance with the provisions of NHB 1620.3 and the MSFC Supplement thereto.

- \* d. For any replacement, purchase, or rental of equipment, submit justification to Management Operations Office for review and recommendation for approval/disapproval to the Director, Human Resources and Administrative Support Office. For relocation, submit request on current MSFC Form Letter 83. For replacement, purchase, or rental, submit requests in accordance with MMI 5101.5.

7. MSFC Organizational Elements will:

- a. Request only the reproduction of material that is necessary to the conduct of official business. (See Attachments B and C.)
  - b. Plan ahead - allow sufficient lead time for requested work.
  - c. Request printing, duplicating, reproduction, and quick-copy service as follows:
    - (1) For service on "self-service" quick-copy equipment, follow procedures of organization to which equipment is assigned.
    - (2) For service on "manned" quick-copy equipment, complete MSFC Form 150-1 (Reproduction Work Order).
    - (3) For service to be accomplished by MSFC Reproduction or GPO contractors, complete MSFC Form 150 (Requisition for Printing and Duplicating Service).
8. MSFC Component Installations will request printing, reproduction, and quick-copy service in accordance with Facility procedures.

9. Authorized Facility Printing Officers will:

- \* a. Maintain liaison with MSFC Printing Officer (IPMO) on all matters pertaining to printing, reproduction, duplicating, and quick-copy.
- b. Submit JCP reports in accordance with current "Government Printing and Binding Regulations" within 15 days after close of reporting period to the IPMO. Cover letter format will be in accordance with Attachment D of this Instruction.
- c. Maintain current inventory of all printing, duplicating, reproduction, and quick-copy equipment and monthly production records on printing, duplicating, and reproduction equipment, and on all copiers having meters for annual audit by the IPMO.

- \* d. Submit justification for all additional printing, duplicating, and reproduction equipment, lease or purchase, on NASA Form 868, to the IPMO, for review and recommendation for approval/disapproval to the Director, Human Resources and Administrative Support Office.
- \* e. For any replacement, purchase, or rental of quick-copy equipment, submit justification to the ICMO, Management Operations Office, for review and recommendation of approval/disapproval to the Director, Human Resources and Administrative Support Office.

UNLAWFUL REPRODUCTION

1. Reprinting, duplicating, or any other reproduction of the following material is unlawful and is prohibited unless authorized by specific regulations pursuant to law as set forth in paragraph 2, "Exceptions" below:
  - a. Obligations or securities of the United States Government, including: Bonds; Certificates of Indebtedness; National Bank Currency; Coupons; United States Notes; Treasury Notes; Gold Certificates; Silver Certificates; Fractional Notes; coins; Certificates of Deposit; bills, checks or drafts for money drawn by or upon authorized officers of the United States;
  - b. Obligations of any foreign government, bank or corporation;
  - c. United States and foreign postage and revenue stamps;
  - d. Official badges, identification cards, and other insignia of the design prescribed by the head of any department or agency of the United States Government; printing or other reproduction of the NASA Seal or NASA Logotype Insignia is permissible only in accordance with provisions of NMI 1020.1; passports;
  - e. Adjusted compensation certificates for veterans of the World War;
  - f. Automobile licenses, drivers licenses, and automobile titles in certain states;
  - g. Certificates of citizenship or naturalization;
  - h. Certificates of war necessity;
  - i. Immigration papers;
  - j. Licenses issued to marine officers;
  - k. Selective Service Registration Certificates; Draft Registration Cards; or
  - l. Reproduction of classified information or documents without proper authority and control measures.

2. Exceptions: Printed illustrations of paper money, checks, bonds, and other obligations and securities of the United States and foreign governments are permissible under specific guidelines for numismatic, educational, historical, and newsworthy purposes (appropriate counsel at the field installation or the General Counsel at NASA Headquarters will be consulted for approval before any such reproductions are produced). U. S. postage and revenue stamps may be illustrated under the same conditions. Reproductions and photographs of coins of the United States and foreign countries are permissible. Tokens, disks, or devices in the likeness or similitude as to the design, color, or the inscription thereon of the coins of the United States, or of any foreign country are prohibited.
3. Copyrighted material in which the Government has no property right, should not be copied or otherwise reproduced without written permission of or license from the copyright owner unless permitted under the "fair use" doctrine. The "fair use" doctrine permits, under certain conditions, the limited use of copyrighted material without the owner's consent. Section 107 of Title 17 states that the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use, the factors to be considered will include:
  - a. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
  - b. The nature of the copyrighted work;
  - c. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
  - d. The effect of the use upon the potential market for or value of the copyrighted work.
4. Nonpublic Business. Copying at Government expense of materials not pertaining to the public business or for personal use, is prohibited.

## PRODUCTION STANDARDS

1. Except for drafts, the text of publications will be single spaced unless justification is cited for deviation.
2. All multipage work of more than 50 copies will be printed or duplicated on both sides of the sheet, unless in the judgment of the Printing Officer a practical purpose will be served by one-side production.
3. Chapter or section headings will begin on either the right or left-hand pages, will be confined to small areas, and will not occupy full pages.
4. Illustrations, including halftones, will be used only when functionally justified (replace, supplement, or are necessary for a clear understanding of the text) and when related to the transaction of public business.
5. Only one color of ink will be used, except when additional color fulfills a specific functional (not decorative) need. Examples of functional use of color are:
  - a. Maps and technical diagrams where color is necessary for clarity;
  - b. Object identification such as medical specimens, diseases, metal structure, flags, uniforms, etc; or
  - c. Competitive areas of personnel recruitment; safety promotion; fire prevention; etc.
6. Cross-hatching, shading, screening, or similar methods will be used in place of additional color.
7. Comprehensives or visuals showing proposed use of color shall be submitted to the Printing Officer for approval prior to development of finished art.
8. Weights, colors, and quality of paper stock will be in accordance with "Government Paper Specifications and Standards."
9. Self-covers (same paper as text) will be used for all publications not subject to hard use or that are intended for use in mechanical binders. Only those covers approved in accordance with MMI 1480.1, "Publication Covers and Binding" will be printed.

10. All publications, documents, forms and other material printed or duplicated by or for MSFC at Government expense, shall carry the name of the Agency and date of publication. On material for public distribution, the name shall be spelled out, "National Aeronautics and Space Administration, George C. Marshall Space Flight Center"; on administrative material, the acronym "NASA" or "MSFC" may be used. On all publications that are paperbound, casebound, or perfect bound, a brief identifying title shall be printed on the backbone or spine. Names of organizational elements issuing or publishing material shall be subordinated to the name of the Agency, in size of type or in position, or both.
11. Oversize pages shall be held to a minimum. Oversize originals will be reduced to page size whenever possible.
12. Publications will be side or saddle wire stapled. Publications too large to be stapled or perfect bound will be punched and fastened with Acco fasteners. Hidden hinge covers, binding screws, plastic comb (cerlox) binding, and plastic protective sheets will not be used.
13. Case binding shall be used only for library copies expected to have long, constant reference usage.
14. Stocked mechanical binders of the standard 3-ring type shall normally be used when hard-cover protection is needed.
15. The provisions of MMI 1480.1, "Publication Covers and Binding," & MMI 2220.1, "Scientific and Technical Publications," will apply in respect to the printing or duplicating of covers and the binding of MSFC publications.
16. Publications will not contain the names of individuals who assisted in their preparations except for scientific and technical reports.
17. Official NASA letterhead stationery will be printed in accordance with approved design and printing standards. Continuation sheets will not be printed.
18. Use of the official NASA seal and NASA insignia will be in accordance with NMI 1020.1, "NASA Seal, Insignia, Logotype Insignia, Program and Astronaut Badges, and Flags, and the Agency's Unified Visual Communications System."
19. The printing of personalized stationery, memorandum sheets, and routing sheets is not authorized.

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ATTACHMENT C

20. The printing of separate telephone lists and directories for offices, laboratories, or organizational elements thereof are considered duplication of the Center's official telephone directory and will not be accomplished.
21. The number of copies printed or duplicated on all publications will be consistent with valid distribution and stock requirements. Distribution lists should be reviewed periodically to assure the requirement is up-to-date and accurate.
22. Distribution lists for MSFC are in MMI 1551.2, "Standard Distribution Lists (SDL)."



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ATTACHMENT D

COVER LETTER FORMAT FOR JCP REPORTS

(ON INSTALLATION LETTERHEAD)

TO: NASA Headquarters  
Attn: NTR/NASA Information Reproduction  
Management Officer

FROM:

SUBJECT: Annual Information Reproduction Management Reports

\*In accordance with NMI 1490.1, "NASA Printing, Duplicating, and Copying Management Program," please note summary of printing, duplicating, and copying data listed below for the fiscal year period October 1 through September 30, and appropriate Joint Committee on Printing Reports enclosed.

1. Total cost of in-house printing reported in JCP 1...\$.....
2. Total cost of commercial printing reported in JCP 2.\$.....
3. Total cost of printing through GPO.....\$.....
4. Total cost of copying not included in the JCP 1.....\$.....
5. Total number of copies on which item 4 is based.....\$.....

Additional information or comments, if any.

Submitting Official  
Title

Enclosures